

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
ICE HEALTH SERVICE CORPS**

OFFICIAL INTERNAL IHSC EMPLOYEE NEWSLETTER

**IHSC Directive: 01-13
ERO Directive Number: 11712.1
Federal Enterprise Architecture Number: 306-112-002b
Effective: 01 Jan 2016**

By Order of the Assistant Director (Acting)
Stewart D. Smith, D.H.Sc./s/

1. **PURPOSE:** The purpose of this issuance is to establish guidance and procedures governing the management and execution of the official internal IHSC employee newsletter, *Communicator*.
2. **APPLICABILITY:** This directive applies to all IHSC personnel, including but not limited to, U.S. Public Health Service (PHS) officers, civil service employees and contract personnel. It is applicable to IHSC personnel supporting health care operations in ICE-owned and contracted detention facilities, and to IHSC Headquarters (HQ) staff. Federal contractors are responsible for the management and discipline of its employees supporting IHSC.
3. **AUTHORITIES AND REFERENCES:** N/A.
4. **POLICY:**

4-1. Background.

The IHSC Office of Communications (IOC) publishes *Communicator* on a quarterly basis and disseminates the publication to all IHSC staff. *Communicator* is an internal employee newsletter intended to recognize the actions and contributions of IHSC staff members in the field and at HQ. *Communicator* is an agency-wide communication tool that positively promotes IHSC personnel and IHSC as a whole and serves as a morale booster.

4-2. Roles and responsibilities.

- a. IOC staff members perform various roles related to the editorial process and publication of *Communicator*. These roles may be held by multiple IOC staff members, or a particular IOC staff member may take on multiple roles.

- b. Managing Editor. The managing editor is responsible for the overall planning, management and publication of *Communicator*. Specifically, the managing editor must:

- (1) Solicit all submissions from IHSC staff.
- (2) Compile possible article ideas and reach out to the necessary IHSC staff member to obtain additional information to draft an article.
- (3) Assign all articles to a copy editor for review.
- (4) Compile all ICE Photo and Video Release Forms for photos, including minors of IHSC staff members, and retain the forms in a secure location.
- (5) Create and plan the order of articles and broad-level organization of the newsletter.
- (6) Manage the flow of the newsletter from the editorial process through the publishing process.

- c. Copy Editor. A copy editor is responsible for the overall review of written submissions. Specifically, the copy editor must:

- (1) Review every assigned written submission for spelling, grammar and comprehension;
- (2) Make necessary edits to ensure articles are grammatically correct, easy to understand, consistent and factually accurate.

- d. Graphic Designer/Layout Editor. The graphic designer/layout editor is responsible for creating designs, concepts and layouts for all submissions, including the newsletter in its entirety. Specifically, the graphic designer must:

- (1) Identify written submissions that should be displayed as a graphic and create graphic(s) to present the information in an aesthetically pleasing manner.
- (2) Edit submitted photos, if necessary.
- (3) Maintain the newsletter layout by placing all written and photo content into the newsletter layout.
- (4) Collaborate with the managing editor to ensure all submissions

are placed in the newsletter layout.

- (5) Convert the newsletter layout (Microsoft Publisher file) to finalized publication (Adobe PDF file).

5. PROCEDURES:

5-1. Submissions for *Communicator*.

- a. All IHSC staff are encouraged to submit articles, photographs (photos) and/or announcements) for publication in *Communicator*.

- b. All submissions should be sent to the *Communicator* email box

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- c. All article and announcement submissions should be:

- (1) Submitted as a WORD document to the *Communicator* email box;
- (2) Limited to 500 words or less;
- (3) Proofread for clarity and grammar;
- (4) Submitted with a proposed title; and
- (5) Submitted with the following author(s) information:

Name;

PHS rank (if applicable);

Position title at IHSC (e.g., nurse, communications specialist); and

Assigned IHSC facility; or, if the author works at IHSC Headquarters, their Unit or Office.

- d. All photo submissions should be:

- (1) Submitted in a .jpg, .gif, or .bit file format.
- (2) Submitted with the highest resolution possible.
- (3) Submitted with the following information:

Caption describing the photo;

Full name and PHS rank, if applicable, for every person visible in the photo;

If the photo includes a minor (<18 years of age) of an IHSC staff member, the parent or legal guardian must sign the [ICE Photo and Video Release Form](#) located on the IOC SharePoint page>IOC Publications>*Communicator*.

- (4) Approved for publishing by every individual in the photo. It is the responsibility of the submitter to obtain verbal or written approval from every individual in the photo prior to submitting to the *Communicator* email box.

e. The deadline for all submissions are:

- (1) November 15th for the Winter publication;
- (2) February 15th for the Spring publication;
- (3) May 15th for the Summer publication; and
- (4) August 15th for the Fall publication.

5-2. Editorial process for *Communicator*.

- a. Once an article is submitted to the *Communicator* email box, the managing editor must confirm receipt of the submission and ensure all necessary information is submitted. The managing editor should request additional information from the submitter, if necessary.
- b. The managing editor must assign all written submissions to a copy editor for review. The copy editor must review written submissions for spelling, grammar and comprehension and make any necessary edits. Once the review is complete, the graphic designer/layout editor should place the article in the newsletter layout.
- c. The managing editor should forward photo submissions to the graphic designer/layout editor for placement in the newsletter layout.
- d. The managing editor must compile and retain all ICE Photo and Video Release Forms on the IOC SharePoint page under the IOC Private Documents header. This location is secure and only accessible by IOC staff.

5-3. Publication process for *Communicator*.

- a. Once all written and photo submissions are placed in the newsletter layout, IOC staff should review the newsletter entirely, and the graphic designer/layout editor should apply any necessary edits.
- b. The IOC Chief must clear the newsletter layout prior to final publication.
- c. Once the newsletter is cleared by the IOC Chief, the graphic designer/layout editor should convert the newsletter layout Microsoft Publisher file to the finalized Adobe PDF publication file.
- d. The graphic designer/layout editor should upload the finalized Adobe PDF publication file on SharePoint and the link to the newsletter should be provided to all IHSC staff via an IHSC broadcast email message. All *Communicator* publications are accessible on the IOC SharePoint page under the IOC Publications header.
- e. The publication dates for *Communicator* are:
 - (1) December 15th for the Winter publication;
 - (2) March 15th for the Spring publication;
 - (3) June 15th for the Summer publication; and
 - (4) September 15th for the Fall publication.

6. **HISTORICAL NOTES:** This is the first issuance published under the new Policy and Procedure System.

7. **DEFINITIONS:**

Copy Editor: A copy editor reviews articles for spelling, grammar and comprehension, and applies edits to ensure the article is consistent, cohesive and easy to read.

Graphic Designer/Layout Editor: The graphic designer/layout editor formats all images for inclusion in the newsletter, creates visual presentations of information and organizes and places all submissions into the newsletter layout.

Managing Editor: The managing editor oversees all aspects and processes of the newsletter from the planning, solicitation and collection of articles to the

finalized publication and dissemination of the newsletter.

8. **APPLICABLE STANDARDS:** None.
9. **PRIVACY AND RECORDKEEPING.** IHSC maintains current and past issues of *Communicator* on the IOC SharePoint page. ICE Photo and Video Release Forms are maintained in a secure location on the IOC SharePoint page; this location is only accessible by IOC staff.
10. **NO PRIVATE RIGHT STATEMENT.** This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.